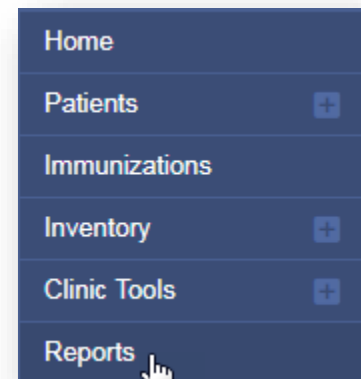
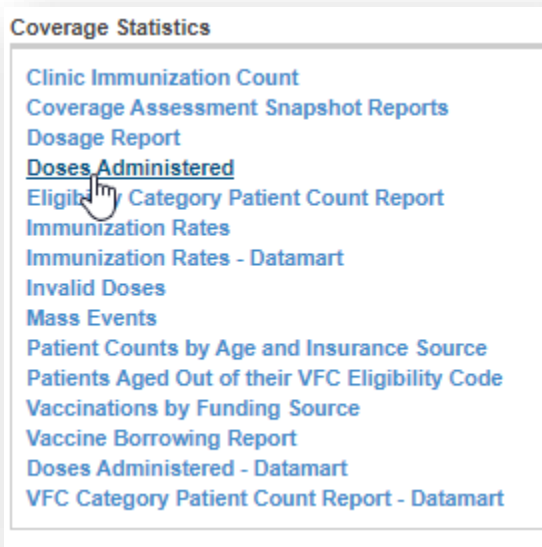
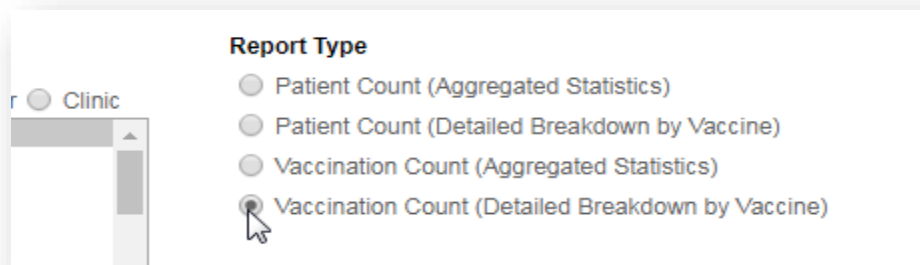


Reports for Flu Pre-Book

1. Begin by visiting the KSWebIZ website:
<https://kanphix.kdhe.state.ks.us>
2. When you arrive at the website, select the link for **KSWebIZ**.
3. Enter your **Username** and **Password**.
4. Select **Login**.
5. To view your current flu season doses administered, select **Reports**.
6. Under the Coverage Statistics heading, select **Doses Administered**.



7. Ensure that your Provider name and Clinic name show in the Report Selection Criteria.
8. Input **Vaccination Date Range** as from 07/01/2019 through the current day's date. You can quickly input the current day's date by double clicking in the date box.
9. Select **Vaccination Count (Detailed Breakdown by Vaccine)** for the Report Type.



10. Select **Run Report** in the top right corner.
11. The report will pop up as a PDF. All vaccine types will be listed with a count of the number of doses administered listed by funding source and patient age cohort.

Patient Cohort Desc	Vaccine (CVX)	CHIP	PRIVATE	PUBLIC	VFC
< 1	DTaP-HepB-IPV (Pediarix) (110)	0	130	1056	42
	HepA, Ped/Adol (83)	0	0	3	0
	HepB, Ped/Adol (8)	0	0	15	0
	Hib (PedvaxHIB) (49)	0	92	772	29
	Influenza IIV4 PedPF (161)	0	50	363	0
	Influenza IIV4 PFree (150)	0	0	3	0

12. To view your current flu season doses shipped, select **Reports**.

13. Under the Vaccine Order Management heading, select **Vaccine Shipment**.

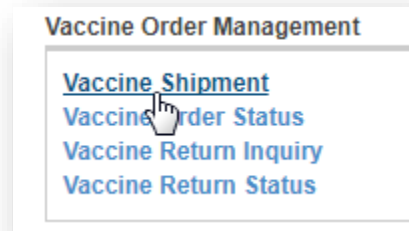
14. Ensure that your Provider name and Clinic name show in the Report Selection Criteria.

15. Input **Vaccine Order Date Range** as from 07/01/2019 through the current day's date. You can quickly input the current day's date by double clicking in the date box.

16. Check the **Include Vaccine Summary** box. This will ensure that the report results tally up the public funded influenza doses shipped for you.

17. Select **Run Report**.

18. The report will pop up as a PDF. The final page of the report will include the tally of public funded doses shipped to your facility by vaccine type.



Vaccine Shipment ⓘ
Cancel
Run Report

Report Selection Criteria

Provider/Clinic : KANSAS WEBIZ TRAINING, KS WEBIZ DIRECT ENTRY TRAINING
([KANSAS WEBIZ TRAINING] KS WEBIZ DIRECT ENTRY TRAINING - DIRECT TRNG x)

Line Item Status
(ALL) v
☒ Include Vaccine Summary

Vaccine Order Date Range
From: 07/01/2019 Through: 01/15/2020

Shipped Date Range
From: MM/DD/YYYY Through: MM/DD/YYYY

Output Type ☒ PDF ☐ EXCEL ☐ EXTRACT - Delimiter: .

Vaccine	Doses Shipped	Total Value
DTaP-Hib-IPV (Pentacel)	5	\$283.70
Influenza IIV4 PFree	20	\$288.60
RV5 (RotaTeq)	10	\$691.20
Sub Totals	35	\$1,263.50
Totals	35	\$1,263.50